

**Office Coordinator – Full-time
Kalamazoo Loaves & Fishes
November 2016**

Summary Description: This position supports the Kalamazoo Loaves & Fishes' administration office and is accountable for the daily functions of administrative and human resource areas. Reports to Executive Director/CFO

Major Activities:

Office Coordination

- Supports Executive Director in office administration
- Manages filing and document retention systems
- Recorder of the HR (staff member), Finance Committee (staff member), Executive and Board minutes (staff member)
- Manage and maintain schedule for volunteer receptionists
- Manages and distributes incoming correspondence to staff
- Oversees work room, including ordering office supplies and maintaining office equipment
- Facilitates staff meetings
- Maintains and distributes policy and procedure manuals, reports and other communications
- Arranges travel and meetings, as directed

Human Resources

- Coordinates compensation and benefits programs
- Prepares and maintains records and documentation on personnel and benefits
- Assists upper management in the recruitment, retention and training of personnel
- Manages changes to job descriptions and performance evaluation objectives
- Facilitates HR Committee meetings
- Administers background checks for employees and volunteers
- Diversity, Inclusion, and Equity Taskforce member

Accounting

- Performs bank reconciliations and reviews general ledger account reconciliations.
- Monitors bank and investment account activity and initiates financial transactions, as needed.
- Maintain relationships with bank(s) and investment consultants.

Job Qualifications:

- BA, BS or similar, preferred.
- Experience in office management and HR, required.
- Accounting experience, helpful.
- High level of written and oral communication skills.
- Strong analytical skills.
- Exceptional organizational skills.

Please send your cover letter and resume/cv to hr@kzoolf.org, or drop off at 901 Portage Street, Kalamazoo 49001
This posting will remain open until position is filled.

Mission: *Kalamazoo Loaves & Fishes will feed hungry people and engage the community in the fight to end hunger.*

Vision: *Kalamazoo Loaves & Fishes' vision is a hunger-free community.*

Kalamazoo Loaves & Fishes' Non-Discrimination Policy:

No person is excluded from agency services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or for any other discriminatory reason.